



ACT Government Gazette

Gazetted Notices for the week beginning 03 December 2015

EXECUTIVE NOTICES

Chief Minister, Treasury and Economic Development Directorate:

Engagement

John Mason – Director, Sales, Marketing and Land Management (E816) Section 72 of the Public Sector Management Act 1994

Engagement

Daniel Bailey – Executive Director, Sales, Marketing and Property Management (E822) Section 72 of the Public Sector Management Act 1994

Engagement

Thomas Gordon – Executive Director, Greenfield (E818) Section 72 of the Public Sector Management Act 1994

Community Services Directorate:

Engagement

Maureen Sheehan – Executive Director, Service Strategy and Community Building (E406) Section 72 of the Public Sector Management Act 1994

Engagement

David Matthews – Executive Director, Housing and Community Services (E270) Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

**Project Manager - Enabling a Quality End of Life Journey
Senior Officer Grade C \$96,073-\$103,416, Canberra (PN: 6897)**

Gazetted: 09 December 2015

Closing Date: 17 December 2015

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html?state=act>

Contact Officer: John Merchant (02) 6201 6952 john.merchant@calvary-act.com.au

Canberra Institute of Technology

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: jobs@act.gov.au

**Corporate Services
Training Initiatives
Employer Liaison Officer**

Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 36447)

Gazetted: 03 December 2015

Closing Date: 17 December 2015

Details: Canberra Institute of Technology (CIT) is seeking an enthusiastic individual to identify business opportunities and work collaboratively with Colleges and Departments to coordinate and undertake activities which advocate, promote and broker the benefits of Australian Apprenticeships and pre-apprenticeships as a career pathway and opportunity for workforce development. This role will monitor, review and support the progress of Australian apprentices through workplace visits and foster relationships to provide quality outcomes in accordance with relevant government compliance standards. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander Peoples and/or People with Disability.

Eligibility/Other Requirements: A willingness and ability to hold a White Card to support WHS work site visit requirements. Familiarity with Australian Apprenticeship systems would be advantageous.

Note: This position is temporary available until 30 June 2016 with the possibility of extension.

Contact Officer: Fiona Mitchell (02) 6207 3125 fionam.mitchell@cit.edu.au

Capital Metro

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: jobs@act.gov.au

Corporate Governance and Communications

Governance and Business Solutions

Senior Manager, Governance

Senior Officer Grade A \$131,412, Canberra (PN: 32256)

Gazetted: 09 December 2015

Closing Date: 8 January 2016

Details: The Capital Metro Agency has responsibility for the design, procurement and delivery of a light rail service between Gungahlin and the City. The Governance and Business Solutions Branch is seeking an organised and highly motivated individual to fulfil the role of Senior Manager, Governance. Duties include, but are not limited to, developing high quality, informed and concise speeches for the Minister and others; leading and managing a team responsible for the co-ordination of all Capital Metro related ACT Legislative Assembly business; and managing and facilitating the research, analysis, development, review and implementation of policies and related documents.

Contact Officer: Nikki Pulford (02) 6205 5466 nikki.pulford@act.gov.au

Chief Minister, Treasury and Economic Development

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: jobs@act.gov.au

Revenue Management

Duties, Grants and Concessions

Legal Specialist and Assistant Manager

Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 03266)

Gazetted: 03 December 2015

Closing Date: 17 December 2015

Details: The successful applicant will be responsible for assisting in the management of a busy operational area and for providing legal advice to key internal and external stakeholders on complex dutiable transactions and other tax related inquiries. The successful applicant will also be responsible for raising assessments arising from

complex transactions, and providing guidance and supervision to other staff members to assist in the fulfilment of section requirements.

Eligibility/Other Requirements: Relevant tertiary qualifications in Law, Public Administration or another relevant discipline would be an advantage. Educational and professional qualifications checks may be undertaken prior to employment.

Contact Officer: Morgan Bryant (02) 6207 0066 morgan.bryant@act.gov.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Business Services

Strategic HR and Corporate

Employee Relations and Workplace Health and Safety

Senior Advisor, Health and Safety

Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 35651)

Gazetted: 07 December 2015

Closing Date: 21 December 2015

Details: The Senior Advisor, Health and Safety will be responsible for monitoring and managing Health and Safety arrangements for Shared Services. In undertaking the role, the successful applicant will be required to coordinate and manage workplace health and safety, including responses to employee workplace matters, through provision of advice and support, co-ordination of injury management services, and development and implementation of health and safety initiatives.

Note: This is a temporary position available until 29 January 2017, with the possibility of permanency from this process.

Contact Officer: Louise Fitzgerald (02) 6207 6198 louise.fitzgerald@act.gov.au

Shared Services

Partnership Services Group

Health ICT Business Systems

Application and Integration Testing Officer

Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 19880)

Gazetted: 09 December 2015

Closing Date: 23 December 2015

Details: This role provides technical support for the testing of integration aspects of new Health applications. The role will need to review the business requirements, functional and integration specification documents and will need to participate in testing in a team environment.

Eligibility/Other Requirements: Education and professional qualifications checks may be undertaken prior to employment. Relevant tertiary qualifications in ICT, Management or Healthcare would be an advantageous but is not essential. Knowledge of the Information Technology Infrastructure Library (ITIL) would be advantageous but is not essential. Knowledge of/or experience working in a Health environment would be advantageous but is not essential.

Note: This temporary position is available for six months with the possibility of extension and/or permanent filling from this recruitment process. Selection may be from application and referee reports.

Contact Officer: Michael Cowey (02) 6205 6927 michael.cowey@act.gov.au

Access Canberra

Community, Business and Transport Regulation

Birth Deaths and Marriages

Assistant Manager Births Deaths and Marriages

Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 11854)

Gazetted: 09 December 2015

Closing Date: 16 December 2015

Details: Under the general direction of the Manager: Provide high level client service, either at the counter, over the phone, or in writing; Perform administrative functions and support relating to complex transactions in accordance with relevant legislation, statutory responsibilities and delegations; Undertake responsibilities as the

Assistant Manager of a business unit including the supervision, training and development of business unit staff; Maintain accurate records across a variety of databases and registers in accordance with the *Territory Records Act 2002*; Liaise with representatives of government, industry and members of the public in various contexts while fostering effective relationships with key stakeholders and representing the organisation in a professional manner; and contribute to workplace diversity and participative work practices, and promote WHS principles.

Eligibility/Other Requirements: Knowledge and experience in the administration of Birth Deaths and Marriages and the Promadis Business System is preferred. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Note: This is a temporary position available until 30 September 2016.

Contact Officer: Keith Ward (02) 6207 1921 keith.ward@act.gov.au

Access Canberra

Customer Coordination Division

Events Approval Team

Events Coordination Officer

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 35589)

Gazetted: 07 December 2015

Closing Date: 14 December 2015

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking a highly motivated and appropriately skilled person to undertake the role of the Events Coordination Officer. The successful applicant must be able to provide case management support for event approvals and maintain strong working relationships to ensure streamlined approval processes for event organisers; demonstrated experience in responding to customer enquiries and provide regulatory information on event approval processes and procedures and refer/coordinate as appropriate; contribute to the development and implementation of policies, procedures and protocols for the Event Approval Team; provide administrative operational support including secretariat support to event committees and working groups as required; analyse and interpret legislation as required and provide input into community engagement activities.

Eligibility/Other Requirements: Highly desirable to have an understanding of current regulatory requirements for event approvals or ability to quickly acquire such knowledge.

Contact Officer: Nardia Cassidy (02) 6207 7889 nardia.cassidy@act.gov.au

Access Canberra

Community, Business and Transport Regulation

Road User Service

Executive Assistant

Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 01897)

Gazetted: 09 December 2015

Closing Date: 16 December 2015

Details: Provide administrative and secretarial support of a high level to the Director Regulatory Compliance, including: Screen and classify incoming telephone calls; Manage the appointment diary, which includes arranging appointments and scheduling of conferences and meetings; Maintain appropriate records for meetings including updating of diaries; Examine, record and register incoming correspondence and initiate appropriate action; Prepare draft correspondence, reports and statistics as necessary; Word processing including cabinet and highly protected documents, agreements and spreadsheet creation and maintenance; Arrange travel and accommodation bookings for the Director and other Executives when required; Attend to and take appropriate action on enquiries relating to the Executive's functions; Coordinate Ministerial and brief responses; Provide secretariat administrative support to relevant committees, including the preparation of agenda, the taking and transcribing of minutes and the management of outstanding action item; Undertake minor research and project roles when required; and maintain records in accordance with the *Territory Records Act 2002*. This position does not involve direct supervision of personnel.

Eligibility/Other Requirements: Current driver's licence.

Note: This is a temporary position available for a period exceeding 12 months but less than five years.

Contact Officer: Craig Simmons (02) 6207 6322 craig.simmons@act.gov.au

Shared Services

Human Resources

Payroll and Personnel Services

Payroll Processing Officer

Administrative Services Officer Class 3 \$57,417 - \$61,793, Canberra (PN: 09348, several)

Gazetted: 04 December 2015

Closing Date: 18 December 2015

Details: The Payroll Processing Officer position within Payroll and Personnel Services will process leave applications, undertake administrative functions and support consistent best practice payroll administration services to ACT Government Directorates.

Contact Officer: Donna Storen (02) 6205 3397 donna.storen@act.gov.au

Sales Marketing and Property Management

ACT Property Group

Project and Facility Maintenance

Facilities Maintenance Officer

General Service Officer Level 7 \$56,643 - \$59,817, Canberra (PN: 22621)

Gazetted: 09 December 2015

Closing Date: 16 December 2015

Details: Applications are sought to fill a new Facilities Maintenance Officer position at the National Arboretum within ACT Property Group. The successful applicant will be required to undertake a wide range of duties including general and preventative/scheduled maintenance, supervising contractors and responding promptly to service requests from Arboretum management. The Facilities Maintenance Officer may be required to operate small plant machinery on occasion.

Eligibility/Other Requirements: Facilities maintenance experience. Level one Licensed Playground Inspector, EWP, Chemicals Handling certificate, and relevant Plant Operator's qualification, or ability to obtain these qualifications within 12 months is highly desirable.

Note: This is a temporary position commencing February 2016 and is available to 30 June 2019. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas. Please include the contact details of at least two referees and a current curriculum vitae. Selection may be based on application and referee reports only. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Contact Officer: Steve McDougall (02) 6213 0712 stephen.mcdougall@act.gov.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Shared Services

Human Resources

Payroll and Personnel Services

Payroll Processing Officer

Administrative Services Officer Class 2 \$50,676 - \$55,957, Canberra (PN: 09340, several)

Gazetted: 04 December 2015

Closing Date: 18 December 2015

Details: The Payroll Processing Officer within Payroll and Personnel Services will process leave applications and support consistent best practice payroll administration services to ACT Government Directorates.

Contact Officer: Donna Storen (02) 6205 3397 donna.storen@act.gov.au

Treasury/Economic Development

Infrastructure Finance and Advisory/Procurement and Capital Works

Director, Major Projects

Executive Level 2.4 \$245,200 - \$256,966 depending on current superannuation arrangements, Canberra (PN: E837)

Gazetted: 03 December 2015

Closing Date: 18 December 2015

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking experienced applicants for the role of Director, Major Projects.

The Director, Major Projects will be responsible for providing high quality leadership and strategic planning for the delivery of large Capital Works projects in the ACT including projects delivered under a Public Private Partnerships (PPP) model.

Applicants should have extensive experience in the procurement of PPPs and a strong understanding of project finance along with demonstrated extensive experience in leading and managing complex procurement programs as well as complex project management and contract delivery processes. A commitment to public service integrity and people management is also essential, including executive level communication skills.

Interested applicants should address the selection criteria provided, which are based on the ACTPS Executive Capabilities.

Remuneration: The position attracts a remuneration package ranging from \$245,200 to \$256,966, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$196,091.

Contract: The successful applicant will be engaged under a performance based contract for up to two years with the possibility of extension up to five years. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Kylie Bailey (02) 6205 4570 kylie.bailey@act.gov.au

Arts, Business, Events, Sport and Tourism

Innovation, Trade and Investment

Innovation

Manager

Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 34430)

Gazetted: 04 December 2015

Closing Date: 18 December 2015

Details: The Innovation section is looking for a highly skilled person who can work with a high degree of independence to provide management and leadership of the Small Business Innovation Partnerships program, the science and the STEM communications strategy; analyse and oversee the development of Government policies, projects and processes and develop project briefs and build and manage partnerships with other Directorates, Commonwealth Government agencies and key private and community organisations.

Eligibility/Other Requirements: Tertiary qualifications in Economics, Business or related disciplines would be well regarded.

Contact Officer: Glen Hassett (02) 6205 5346 glen.hassett@act.gov.au

ACT Property Group

Accommodation, Leasing, Policy, Strategy

Senior Manager Government Leasing

Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 18989)

Gazetted: 08 December 2015

Closing Date: 22 December 2015

Details: The ACT Property Group is seeking a property management professional to find and negotiate office accommodation for ACT Government Directorates in the Canberra commercial market. You would have a proven record in property management and sound experience in government procurement of property leases.

Eligibility/Other Requirements: A current driver's licence is required.

Note: This is a temporary position available until 31 October 2016 with the possibility of permanency from this process. Part-time hours may be considered.

Contact Officer: Tania Shaw (02) 6205 9937 tania.shaw@act.gov.au

Arts, Business, Events, Sport and Tourism

Executive

Executive Officer

Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 35656)

Gazetted: 08 December 2015

Closing Date: 29 December 2015

Details: The Arts, Business, Events, Sport and Tourism (ABEST) Executive Team is seeking an experienced and enthusiastic Executive Officer to provide strategic advice, co-ordinate briefs, speeches and reports across the ABEST Division.

Note: This is a temporary position available until 31 October 2016 with the possibility to extension. Selection may be based on application and referee reports alone. Contact details of two referees and a current Curriculum Vitae should be included with your application.

Contact Officer: Jeff House (02) 6207 7279 jeff.house@act.gov.au

Arts, Business, Events, Sport and Tourism

Innovation, Trade and Investment

Strategy, Governance Coordination

Manager

Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 34431)

Gazetted: 07 December 2015

Closing Date: 21 December 2015

Details: The Strategy, Governance Coordination section in the Innovation, Trade and Investment Branch is looking for a highly skilled person who will be responsible for facilitating the efficient organisation for the Branch workflow and dissemination of information; overseeing a small team who deliver financial management; coordinating and preparing reporting requirements for the Branch and reviewing material prepared for the Executive Director. Eligibility/Other Requirements: Tertiary qualifications in Economics, Business or related disciplines would be well regarded.

Contact Officer: Ian Cox (02) 6207 2004 ian.cox@act.gov.au

Community Services

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: jobs@act.gov.au

Disability ACT

Child Development Service

Psychologists

Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade), Canberra (PN: 36150, several)

Gazetted: 03 December 2015

Closing Date: 17 December 2015

Details: The individuals in these positions will provide psychology services within a community based, multidisciplinary team within the Child Development Service. The successful staff members will provide assessments or screen children to identify those at risk of developmental delay, support their movement through the service system; provide advice and expertise in clinical decision making to plan service delivery, interventions and policy development. Health Professionals at this level are expected to exercise independent professional judgement when required in solving problems and managing cases where principles, procedures, techniques and methods require expansion, adaptation or modification. Work at this level may include professional supervision of HP Level 1/2 staff and undergraduates. Professionals at this level may also be required to coach/direct HP Level 1/2 staff with respect to the professional work performed by the organisational unit.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology. Eligibility for registration (where applicable) in a relevant profession. Eligibility for membership with the appropriate professional body. Current driver's licence essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with

Vulnerable people registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and http://www.ors.act.gov.au/community/working_with_vulnerable_people. Educational, suitability and professional qualification checks may be carried out prior to employment.

Notes: There are permanent and long term positions available at part-time and full-time hours.

Contact Officer: Jane Shun Wah (02) 6205 1277 jane.shunwah@act.gov.au

Disability ACT

Child Development Service

Early Childhood Educator

Professional Officer Class 2 \$76,337 - \$87,366, Canberra (PN: 36137, several)

Gazetted: 03 December 2015

Closing Date: 13 December 2015

Details: Positions are available for 2 Early Childhood Educators to join the new Child Development Service multidisciplinary team. This position is responsible for providing effective interventions for children at risk of a developmental delay and their families, including group programs and individual case management as necessary. This position will focus on providing services for children aged from 2 to prior to school age, who are not eligible for early intervention supports under the NDIS. As part of an integrated team, the Early Childhood Educator will also identify, develop, implement and evaluate community development and education initiatives that work to strengthen the community for optimal child development outcomes. This position will work within the Child Development Service and Child and Family Centres and provide outreach into education and child care settings as required. They will be responsible for ensuring these children are linked with appropriate services and supports to assist with their development prior to beginning Kindergarten. The Child Development Service is committed to continuing professional development and supports staff to maintain the requirements for their relevant professional registration and/or membership of appropriate professional body.

Eligibility/Other Requirements: Applicants must possess a relevant degree with a preference for Early Childhood Education or Primary Education. Eligibility for registration (where applicable) in a relevant profession. Eligibility for membership with the appropriate professional body. Current driver's licence essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with Vulnerable people registrations refer to:

www.legislation.act.gov.au/a/2011-44/default.asp and

http://www.ors.act.gov.au/community/working_with_vulnerable_people Educational, suitability and professional qualification checks may be carried out prior to employment.

Notes: There are permanent and temporary, full-time and part-time positions available. Selection may be based on application and referee report only.

Contact Officer: Jane Shun Wah (02) 6205 1277 jane.shunwah@act.gov.au

Housing and Community Services

Housing ACT

One Human Services Gateway

Senior Gateway Officer

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 26790)

Gazetted: 07 December 2015

Closing Date: 14 December 2015

Details: Housing and Community Services assists members of the community who are subject to housing stress and social and financial disadvantage. We work to respond to the causes of such disadvantage and in doing so help to foster a safe, strong and cohesive community. Senior Gateway Officers are responsible for assessing complex client needs, determining eligibility for housing assistance, matching resources to needs and delivering front-line client services to a diverse client group.

Eligibility/Other Requirements: Essential qualifications and experience: Experience in using a range of IT business and office applications. A current driver's licence. Desirable qualifications and experience, but not essential:

Relevant tertiary qualifications in Social Work, Community Development or a related field. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwwvp.

Contact Officer: Michelle McGaurr (02) 6207 5120 michelle.mcgaurr@act.gov.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Office for Children, Youth and Family Services

Children and Youth Protection Services

Bimberi Residential Services

Youth Worker

Youth Worker 1/2 \$57,417 - \$69,022, Canberra (PN: 03331, several)

Gazetted: 09 December 2015

Closing Date: 10 January 2016

Details: Bimberi Youth Justice Centre and Bimberi Residential Services is looking for staff members who can work with young people with complex needs in a custodial and residential setting. Staff need to be able to work within a team environment to enhance the safe care, support and supervision of young people and actively contribute to the case planning of young people. Staff will receive an attractive remuneration package (including shift penalties) and the opportunity for professional development. A compulsory induction training course of approximately 7-8 weeks will be provided. These positions involve rostered work at Bimberi Youth Justice Centre and Narrabundah House Indigenous Supported Residential Facility and include day, night and weekend work.

Eligibility/Other Requirements: Applicants must possess a current driver's licence and Senior First Aid Certificate. Applicants will also be required to undergo psychometric testing as well as a medical/fitness test as part of the recruitment process. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* and an Australian Federal Police check will be required for all applicants.

Note: Temporary and casual positions are available, with the possibility of permanency from this process. Positions will be filled at the Youth Worker 1 classification. Advancement to Youth Worker 2 may be available in accordance with an agreed broadbanding scheme. Information sessions about the advertised positions will be run at Bimberi Youth Justice Centre. These sessions will be held on 15 and 17 December 2015 at 6pm until 7pm. RSVP to Contact Officer is required.

Contact Officer: Denise Morris (02) 6207 3384 denise.morris@act.gov.au

Disability ACT

Child Development Service

Psychologists

Health Professional Level 1/2 \$55,410 - \$81,111, Canberra (PN: 36163, several)

Gazetted: 03 December 2015

Closing Date: 17 December 2015

Details: The individuals in these positions will provide Psychology services within a community based, multidisciplinary team within the Child Development Service. The successful applicants will provide assessments/screen children to identify those at risk of developmental delay, and provide interventions that will address the child's developmental delay; and support their movement through the service system. The Child Development Service is committed to providing the best service possible and supports staff in professional development to achieve this.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology. Eligibility for registration (where applicable) in a relevant profession. Eligibility for membership with the appropriate professional body. Current driver's licence is essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with Vulnerable people registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and http://www.ors.act.gov.au/community/working_with_vulnerable_people. Educational, suitability and professional qualification checks may be carried out prior to employment.

Notes: Permanent and long-term temporary, both part-time and full-time positions are available. Positions are available at either the – Health Professional Level 1, for new/recent graduates with less than 12 months professional work experience or at the Health Professional Level 2 for applicants with more than 12 months professional work experience.

Contact Officer: Jane Shun Wah (02) 6205 1277 jane.shunwah@act.gov.au

Education and Training

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: jobs@act.gov.au

Deputy Director-General

Office for Schools

Office for Schools Support

Executive Officer

Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 35164)

Gazetted: 07 December 2015

Closing Date: 14 December 2015

Details: The Office for Schools is seeking applications from highly suitable Executive Officer's. The successful applicant will: Undertake preparation and drafting of complex and sensitive correspondence for Education and Training Directorate (ETD) including briefs, reports, submissions and high level correspondence for senior management and the Minister. Undertake more complex work including project work, conduct research and analysis. Facilitate and monitor the flow of information between the Office for Schools, other ETD sections, and external stakeholders, including the Minister's Office. Work flexibly, be adaptable, display initiative, good judgement and be able to work to tight deadlines on multiple issues. Provide support and advice on policy development and implementation, and strategic direction for services that relate to schools, to key stakeholders including schools leaders, Central Office and the general public. Support school responses to emerging issues and keep school network leaders and senior management in ETD informed.

Eligibility/Other Requirements: Desirable: Knowledge of Government functions. Knowledge of TRIM.

Note: Selection may be based on written application and referee reports only.

Contact Officer: Stephen Gwilliam (02) 6205 5428 stephen.gwilliam@act.gov.au

Education Strategy

Learning and Teaching

Curriculum

Project Officer

Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 33308)

Gazetted: 03 December 2015

Closing Date: 10 December 2015

Details: An opportunity exists in the Learning and Teaching Branch of the Directorate for a highly motivated and skilled Project Officer. The successful applicant will be responsible for the coordination and management of a diverse range of projects. Reporting to the Manager, the successful candidate will have the ability to produce range of written work to a high standard; work under pressure; possess high-level organisational, interpersonal and administrative skills; display initiative and effectively prioritise work and meet deadlines.

Notes: This is a temporary position available until 30 June 2016 with the possibility of extension. Selection may be based on application and referee reports only. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp.

Contact Officer: Emma Taber (02) 6205 6869 emma.taber@act.gov.au

Organisational Integrity

People and Performance

HR People Services

Administration Officer

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 30807)

Gazetted: 04 December 2015

Closing Date: 18 December 2015

Details: Human Resources (HR) People Services provides advice and support about staff recruitment and deployment, position management, resource allocation and undertakes data analysis to strategically inform

workforce planning. Key partnerships include those with Shared Services, the ACT Teacher Quality Institute, Office of Regulatory Services and relevant unions. The successful applicant will: Contribute effectively to the efficiency of a customer focused team, demonstrating tact, highly developed skills in oral and written communication, stakeholder liaison and staff supervision. Work productively within a team environment, displaying initiative and independence when relevant and co-ordinating delivery of appropriate professional learning for specific groups. Demonstrate competence in managing and prioritising administrative tasks including proficient use of IT, data analysis, research skills, process review and preparation of more complex correspondence. Interpret and apply relevant legislation, policies, procedures and guidelines in delivering HR services including resolving multi-faceted issues and implementing an authorising environment for clients.

Eligibility/Other Requirements: Desirable: Knowledge and/or experience within the Human Resources sector. Extensive corporate customer service experience.

Note: Selection may be based on application and referee reports only.

Contact Officer: Tabatha Prado (02) 6205 9429 tabatha.prado@act.gov.au

Organisational Integrity

People and Performance

Director's Office

Executive Assistant/Finance Officer

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 33470)

Gazetted: 07 December 2015

Closing Date: 15 December 2015

Details: The People and Performance branch is a fast paced, complex environment, which offers critical support and advice to schools. We are looking for a Executive Assistant/Finance Officer to be responsible for a variety of administrative tasks that support the efficient, flexible and responsive management of the Director's Office. You will be involved with everything from directing enquiries to the correct place, constructing and proof reading material, providing updates as well as having overall responsibilities for branch financial management. This role is often the first point of contact for stakeholders and requires excellent relationship management skills, financial management skills as well as first-rate written and verbal communications skills.

Eligibility/Other Requirements: Desirable: Knowledge of the government and finance functions of the ACT Education and Training Directorate.

Note: Selection may be based on application and referee reports only.

Contact Officer: Coralie McAlister (02) 6205 9202 coralie.mcalister@act.gov.au

Education Strategy

Student Engagement

Disability Education

Student Engagement and Administration Officer

Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 14545)

Gazetted: 09 December 2015

Closing Date: 16 December 2015

Details: An opportunity exists in the Disability Education section for a dynamic and motivated officer who is able to provide both high level administration as well as being able to work with students to engage them in their learning. The successful applicant will display well developed information technology skills and the ability to maintain accurate records. Strong interpersonal skills and experience working with students will be required.

Eligibility/Other Requirements: Current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp.

Notes: Successful applicant may be selected based on written application and referee reports only. This application selection process may be used to fill other potential vacancies within the twelve month period.

Contact Officer: Jo Monteith (02) 6207 9994 jo.monteith@act.gov.au

Office for Schools

Belconnen Network

Kaleen Primary School

Classroom Teacher

Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 10099)

Gazetted: 03 December 2015

Closing Date: 10 December 2015

Details: Kaleen Primary School is a P-6 School with approximately 611 students and will operate with 22 classes from K-6 and three Preschool sessions in 2016. We are seeking a highly motivated Year 5/6 Primary Classroom Teacher to join our senior school team.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to www.ors.act.gov.au

Notes: This is a temporary position available from 27 January 2016 to 26 January 2017 with the possibility of extension.

Contact Officer: Robert Maccioni (02) 6205 5888 robert.maccioni@ed.act.edu.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Education Strategy

Student Engagement

Aboriginal and Torres Strait Islander Education

Aboriginal and Torres Strait Islander Education Officer

School Assistant 3 \$48,824 - \$52,547, Canberra (PN: 16036, several)

Gazetted: 08 December 2015

Closing Date: 15 January 2016

Details: The Aboriginal and Torres Strait Islander Education section is seeking people who are passionate about working with Aboriginal and Torres Strait Islander students, their families and schools to support their education and training needs. The successful applicants will be willing to provide classroom support for students and to work in teams to implement programs to build relationships and understanding between Aboriginal and Torres Strait Islander and non-Aboriginal students.

Eligibility/Other Requirements: Relevant Certificate IV or equivalent qualification or willingness to undertake further study is desirable. Current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Notes: These are temporary positions available for up to 12 months with the possibility of extension.

Contact Officer: Patrick Chapman (02) 6205 0156 patrick.chapman@act.gov.au

Education Strategy

Student Engagement

Disability Education

Deputy Principal

School Leader B \$127,012, Canberra (PN: 09542)

Gazetted: 04 December 2015

Closing Date: 14 December 2015

Details: Support the Manager to develop and achieve section strategic goals and implement the section plan. Assist the Manager to manage the human, financial and physical resources of the section to achieve optimal social and educational outcomes for all students. This is an office based teaching position and school stand down periods do not apply.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to www.ors.act.gov.au.

Contact Officer: Sam Seton (02) 6207 1985 sam.seton@act.gov.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Office for Schools

South/Weston Network

Mount Stromlo High School

Executive Teacher - PEHPD

School Leader C \$109,084, Canberra (PN: 02674)

Gazetted: 03 December 2015

Closing Date: 14 December 2015

Details: As a member of the Executive Team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to www.ors.act.gov.au.

Contact Officer: Kate Marshall (02) 6142 3444 kate.marshall@ed.act.edu.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Environment and Planning

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: jobs@act.gov.au

Finance and Operational Support

Governance

Internal Audit Coordinator

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 30780)

Gazetted: 09 December 2015

Closing Date: 6 January 2016

Details: The Governance Team is looking for an enthusiastic and highly motivated individual to fill the role of Internal Audit Coordinator. The successful candidate will have a knowledge and understanding of the practical skills relating to corporate governance and internal audit, or an ability to acquire these skills quickly in order to support the effective delivery of the internal audit program under the direction of the Governance Manager. In addition, the successful candidate will have the ability to prepare a range of correspondence, submissions and reports, have effective oral and written communication skills including the ability to liaise and influence successful outcomes and have a proactive approach in completing work tasks and willingness to learn.

Note: This is a temporary position available for the period 11 January 2016 until 10 January 2017.

Contact Officer: Geoff Stannard (02) 6207 7472 geoff.stannard@act.gov.au

Health

Selection documentation for the following positions may be downloaded from <http://www.health.act.gov.au/employment>.

Apply online at <http://www.health.act.gov.au/employment>

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community and Older Persons

GP Liaison Nurse

Registered Nurse Level 3.1 \$96,756 - \$100,737, Canberra (PN: 22600)

Gazetted: 10 December 2015

Closing Date: 17 December 2015

Details: Expressions of interest are sought from enthusiastic and innovative individuals to temporarily fill the General Practitioner (GP) Liaison role within the Adult Community Mental Health Services. This position plays a key role in the process of facilitating transition of people from mental health services to community based primary care services. The successful applicant will also work to promote and foster relationships between mental health services and GPs and the National Capital Health Network, and develop improved service integration between public mental health services and the primary healthcare sector.

Eligibility/Other Requirements: Current registration as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA). Current driver's licence.

Note: This is a temporary position available from 11 January 2016 to 10 January 2017. Please submit your application (maximum one page) in response to the Duty Statement and Selection Criteria, along with a current curriculum vitae and contact phone numbers of two referees as documents to be uploaded. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>. Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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<http://www.canberrayourfuture.com.au/>.

Contact Officer: Bruno Aloisi (02) 6205 8559 bruno.aloisi@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Operating Rooms

Registered Nurse Level 3.1 - Resource Manager Perioperative Services

Registered Nurse Level 3.1 \$96,756 - \$100,737, Canberra (PN: 21661)

Gazetted: 10 December 2015

Closing Date: 17 December 2015

Details: Perioperative Services at the Canberra Hospital is seeking a dynamic Registered Nurse to join our team on a temporary basis as the Resource Manager. This role is to facilitate the management of the resource area to ensure all material resources are available to provide high quality patient care. Our Perioperative Unit consists of a Day of Surgery Admission (DOSA) admissions unit, 13 operating theatres covering a wide range of surgical Specialties, Post Anaesthetic Care Unit and an Extended Day Surgery Unit.

Eligibility/Other Requirements: Be registered or have applied for registrations with the Australian Health Practitioner Regulation Agency (AHPRA). Hold or is working towards a tertiary level management qualification desirable.

Notes: This is a temporary position available from 18 January 2016 until 9 February 2017. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Kerri Reeves (02) 6244 2765 or (02) 6244 3051 kerri.reeves@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Children, Youth and Women's Health Program

School Youth Health Nurse

Registered Nurse Level 2 \$84,393 - \$89,447, Canberra (PN: 17044)

Gazetted: 10 December 2015

Closing Date: 3 January 2016

Details: Do you have a background in a primary health care area such as mental health, sexual health or drug and alcohol? Do you have experience as a youth health nurse in another state or territory? The ACT School Youth Health Nurse (SYHN) program is looking for a Registered Nurse who has a broad clinical skill base and experience working in a community setting. This is a unique opportunity for you to utilise your diverse skills in this challenging but very rewarding role. The position is well supported by a Clinical Nurse Consultant you will be part of a very friendly and experienced team. This part-time position is for two and a half days a week and the days are Monday, Tuesday and either every Wednesday morning, 08:30-12:30, or every second Wednesday, 08:30-17:00. You will be based at a high school with Wednesdays in the office at 1 Moore Street Civic. The SYHN works under Schedule 4 of the Nursing and Midwifery Enterprise Agreement 2013 - 2017. This is a form of purchased leave and has the unique advantage in that you are not required to work during school holidays.

If you would like more information regarding this position we encourage you to phone the Contact Officer.

Eligibility/Other Requirements: Registered with the Australian Health Practitioner Regulation Agency (AHPRA) or eligible for registration. Holds a current driver's licence. Experience and/or qualifications in Youth Health, Mental Health and/or Adolescent Health are desirable.

Notes: This is a part-time position at 20 hours per week.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Carolyn Thomas (02) 6205 1575

Director General Reports

Financial Management

Revenue and Financial Support

Patient Accounts, Team Manager

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 01978)

Gazetted: 10 December 2015

Closing Date: 17 December 2015

Details: The Patient Accounts Office is recruiting permanently to the Team Manager role. This position is responsible for the management of the work flow and direction of a small team responsible for the raising of invoices within the billing system and resultant debt recovery, using appropriate documentation and procedures. The successful applicant must possess well developed communication skills, both written and verbal, strong liaison and interpersonal skills, accuracy and attention to detail. Strong management skills are essential to the role along with experience in the writing and implementing of policies and procedures pertinent to catering to internal KPI's. A good understanding of both Medicare (MBS) Items and Health Funds would be advantageous as well as experience in the use of Hospital based IT systems such as ACTPAS (patient administration) and CRIS (medical records).

Eligibility/Other Requirements: A human resources qualification will be highly regarded.

Notes: The Patient Accounts Office is currently located at 123 Carruthers Street Curtin.

Selection may be based on application and referee reports only. Please ensure that you include referee reports or details.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Karen Ross (02) 6205 1479 or Catherine Ellis (02) 6205 1490 karen.ross@act.gov.au

Strategy and Corporate

Performance Information

Territory Wide Surgical Services

Central Waitlist Support Officer

Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 36042)

Gazetted: 10 December 2015

Closing Date: 17 December 2015

Details: The Territory Wide Surgical Services Team is seeking applications from highly motivated and organised individuals interested in joining a dynamic team who are leading new surgery initiatives across the Territory. The successful applicant will be customer focused and possess excellent communication, interpersonal and problem solving skills. You will be required to provide supervision and monitoring of the listing of patients on the elective surgery waiting list in accordance with the Waiting Time and Elective Surgery Access Policy. In addition, you will also be required to respond to consumer phone calls related to the Elective Surgery Waiting List. Applicants should also have demonstrated ability to provide secretarial support that includes organising meetings and meeting minutes. Time management skills with the ability to liaise effectively with staff and patients in a busy team environment are essential.

Eligibility/Other Requirements: Experience in the use of the ACT Patient Administration System and a high level of keyboard and administrative skills in a health environment would be an advantage.

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Elaine Men (02) 6205 1157 elaine.men@act.gov.au

Canberra Hospital and Health Services

Executive Director of Medical Services

Medical Appointment and Training Unit

Credentialing and Scope of Clinical Practice Officer

Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 23851)

Gazetted: 10 December 2015

Closing Date: 17 December 2015

Details: The position of Credentialing and Scope of Clinical Practice Officer sits within the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) of Canberra Hospital and Health Services. The role is part of a small team that manages the operations of the credentialing and scope of clinical practice process and provides the secretariat function to the scope of clinical practice committees under the *Health Act 1993*.

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Janelle Corey (02) 6244 2507 janelle.corey@act.gov.au

Canberra Hospital and Health Services

Pathology

Microbiology

Scientist Microbiology

Health Professional Level 2 \$59,085 - \$81,111, Canberra (PN: 21279)

Gazetted: 10 December 2015

Closing Date: 7 January 2016

Details: ACT Pathology is a department of The Canberra Hospital offering a diagnostic Pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures. The successful applicant will be required to undertake duties associated with performance of clinical microbiological testing including specimen set-up, culture plate reading, organism identification and interpretation of susceptibility results. ACT Pathology is seeking a skilled and experienced person to perform procedures and investigations requiring the application of professional knowledge and skill in this area.

Eligibility/Other Requirements: A Degree or Associate Diploma in Science or equivalent relevant qualification. A minimum of 12 months professionally relevant laboratory experience is essential. A commitment to own professional development and availability to work out of hours and on weekends is essential.

Notes: Applicants will be shortlisted on the basis of written application and referee reports, which must address the selection criteria. Current curriculum vitae and written referee reports should accompany the applications. Shortlisted applicants may be required to attend a further assessment.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Susan Bradbury (02) 6244 2510 susan.bradbury@act.gov.au

Population Health

Health Protection Service

Communicable Disease Control

Administrative Officer

Administrative Services Officer Class 2 \$50,676 - \$55,957, Canberra (PN: 26148, several)

Gazetted: 10 December 2015

Closing Date: 17 December 2015

Details: The Communicable Disease Control Section is seeking a people to fill an expected permanent and temporary vacancies in the Vaccine Management Unit. The successful applicant will be required to work effectively on their own as well as within a close knit but diverse team. This position will assist in the receiving, storage, delivery and monitoring of vaccines for the ACT National Immunisation Program. The applicant must have experience in data entry with an eye for detail and have excellent communication skills. This is particularly important as they will be required to liaise with a wide range of medical professionals and the public.

Eligibility/Other Requirements: Must hold a current manual driver's licence. Understanding of the National Immunisation Program would be an advantage.

Notes: Permanent and temporary positions available.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Susan Vousden (02) 6207 0897 susan.vousden@act.gov.au

**Canberra Hospital and Health Services
Cancer Ambulatory and Community Health Support
Cancer Nursing**

Assistant in Nursing/Personal Care Worker

Assistant in Nursing \$46,752 - \$48,335, Canberra (PN: 36338, several)

Gazetted: 10 December 2015

Closing Date: 17 December 2015

Details: 14B is looking for a caring, compassionate Assistant in Nursing to work in a 44 bed ward. You will be working closely with patients and families through their journey with cancer and will need to be proactive in patient centred care. You will need to bring to the role a high level of communication skills and life experience.

Eligibility/Other Requirements: Certificate III in Health Services Assistance or recognized equivalent (for example working towards Diploma in Nursing or Bachelor of Nursing) is essential.

Note: This is a temporary position available for six months with the possibility of extension or permanency from this process. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application. ACT Health offers attractive salary packaging arrangements.

Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>. Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Sue Langdon (02) 6244 3396 susan.langdon@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Director Allied Health

Health Professional Level 6 \$131,412, Canberra (PN: 28425)

Gazetted: 10 December 2015

Closing Date: 31 December 2015

Details: The successful applicant will provide support to the Executive Director and work in partnership with the Clinical Service Director(s) and Director(s) of Nursing as a member of the Divisional Executive team. Take responsibility for division based leadership for Allied Health staff (therapeutic and/or scientific) of the division including informing divisional strategic planning and service expansion. Participate as a member of the Allied Health governance forums to develop strong linkages across divisions for the development of allied health strategy, operational management, professional practice and learning, research and innovation.

Eligibility/Other Requirements: Degree or Diploma in an Allied Health profession. Where applicable be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Post-graduate qualifications desirable. Current driver's licence.

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

Canberra Hospital is the principal referral hospital for Canberra and the South East region of New South Wales serving a population of half a million. The hospital is well equipped with 600 beds and provides a regional trauma service.

Canberra Hospital is the major teaching hospital of the ANU Medical School and has well-developed postgraduate teaching programs and a state-of-the-art medical library.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Rosemary O'Donnell (02) 6244 3603

Director General Reports

Population Health

Health Improvement Branch

Senior Officer Grade B - Manager

Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 35507)

Gazetted: 10 December 2015

Closing Date: 17 December 2015

Details: The Epidemiology Section is responsible for monitoring and reporting on the health status of the ACT community. This is an opportunity for someone with well developed population health research and policy skills to join a small Epidemiology team in ACT Health to provide high level strategic advice and direction on Population Health outcomes including prevention, early intervention or chronic disease management initiatives aimed at reducing disparities in population groups. Duties include assisting the Senior Manager in relation to Population Health outcomes and knowledge translation to inform evidence-based public health practice. This includes developing and supervising the production of Population Health information and knowledge translation to inform policy makers, health service providers, consumers and researchers. The successful applicant will be required to work under minimal supervision.

Eligibility/Other Requirements: Tertiary qualifications and postgraduate experience in epidemiology, health related or social research methods are highly desirable.

Notes: This is a temporary part-time job-share position at 22.05 hours per week. The position is available until the end of 2016 with the possibility of extension. Selection may be based on written application and referee reports only. Applications should address the Selection Criteria, and include a current Curriculum Vitae and two referee contacts, including most recent supervisor. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Dr Hai Phung (02) 6205 2609

Health Infrastructure and Planning

Health Service Planning

Senior Planning Officer, Modelling

Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 15166)

Gazetted: 10 December 2015

Closing Date: 17 December 2015

Details: An opportunity exists for a suitable experienced candidate to join the Health Service Planning Unit (HSPU) as a Senior Modelling and Planning Officer. The HSPU delivers corporate and clinical strategic planning, as well as capital and facility planning for the ACT Health directorate. The HSPU coordinates the development of the Health Directorate Clinical Services Plan, along with service level plans and strategies that area aligned with it, and the Directorate Corporate Plan with the Business Plan that cascades from it. The HSPU directly contributes to the ACT Health Infrastructure program by undertaking capital and facility planning, including working with the clinical divisions to develop Models of Care and Service Delivery. The HSPU also works with consumers and service providers to identify health service needs, and analyses health status information, service activity, clinical trends and technology mapping to inform future services and capital planning. As part of the Strategic Health Planning Team, you will analyses and assess service data and information, contribute to health service plans, health planning unit briefs, facility concept design processes, asset strategic planning processes and provide advice to service delivery units and other stakeholders. To be successful in this role, you will have: Well developed research and data analysis skills applicable to health services planning. Experience in and an understanding of health planning issues and processes. Sound communication skills, including the ability to negotiate, network and work collaboratively. The ability to manage deadlines and coordinate a variety of projects simultaneously.

Eligibility/Other Requirements: Tertiary qualifications in Health Service Management, Health Economics or a related discipline highly desirable and experience in a social policy or planning environment. Knowledge of health service planning process, issues, and developments in the health sector in Australia and experience or a qualification in project management is desirable. Knowledge of, or experience in using SQL for data extraction.

Notes: Please provide a written response outlining your experience against the selection criteria. Selection may be based on application and referee reports only.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Liz Sharpe (02) 6205 0525 liz.sharpe@act.gov.au

Territory and Municipal Services

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: jobs@act.gov.au

Corporate and Business Enterprises Division

Capital Linen Service

Linen Assistant

Capital Linen Service Band 1 \$42,635 - \$44,345, Canberra (PN: 04356, several)

Gazetted: 03 December 2015

Closing Date: 17 December 2015

Details: Capital Linen Service is seeking appropriately experienced and enthusiastic people to permanently fill 16 Linen Assistant positions. As a member of the production team, a linen assistant will be rotated through a variety of areas and teams within the organisation. A Linen Assistant contributes to the production process by sorting, washing, feeding, ironing, folding and packing linen to ensure customer orders are ready to be delivered on time. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply. Further details of the role are contained within the position description.

Note: Responses should be limited to two pages. Please provide on submission your resume along with two referees and their contact details.

Contact Officer: Peter Chamberlain (02) 6207 6954 peter.chamberlain@act.gov.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

APPOINTMENTS

ACT Audit Office

Audit Band 1 - Senior Auditor \$77,093 - \$93,883

Naveed Nisar 846-88585, Section 68(1), 3 December 2015

Capital Metro

Senior Officer Grade A \$131,412

Gareth Burdon 846-97078, Section 68(1), 10 December 2015

Chief Minister, Treasury and Economic Development

Information Technology Officer Class 2 \$76,337 - \$87,366

Timothy Bishop 846-90271, Section 68(1), 3 December 2015

Senior Officer Grade B \$113,150 - \$127,379

Steven Christopher Callahan 846-96892, Section 68(1), 21 December 2015

Administrative Services Officer Class 4 \$63,744 - \$69,022

Glenn Aaron Fowler 844-80370, Section 68(1), 8 December 2015

Information Technology Officer Class 2 \$76,337 - \$87,366

Stephen Dawson Royle 846-95996, Section 68(1), 4 December 2015

Administrative Services Officer Class 4 \$63,744 - \$69,022

William James Stening 846-96884, Section 68(1), 8 December 2015

Administrative Services Officer Class 4 \$63,744 - \$69,022

Corey John Stinson 843-98043, Section 68(1), 8 December 2015

Community Services

Administrative Services Officer Class 3 \$57,417 - \$61,793

Megan Daley 844-80477, Section 68(1), 3 December 2015

Education and Training

General Service Officer Level 6 \$52,549 - \$54,936

Paul Allan Dean 846-96577, Section 68(1), 30 November 2015

Health

Senior Officer Grade C \$96,073 - \$103,416

Richard Courtenay 846-96921, Section 68(1), 10 December 2015

Health Professional Level 2 \$59,085 - \$81,111

Alexandra Durrant 848-19936, Section 68(1), 4 December 2015

Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade)

Mark Franks 845-22358, Section 68(1), 17 December 2015

Administrative Services Officer Class 2 \$50,676 - \$55,957

Angela Harley 847-25761, Section 68(1), 7 December 2015

Registered Nurse Level 1 \$60,772 - \$81,180

Meenu John 834-45864, Section 68(1), 14 December 2015

Registered Nurse Level 1 \$60,772 - \$81,180

Nisha Kannozhukkath Kuriakose 834-45442, Section 68(1), 14 December 2015

Senior Officer Grade C \$96,073 - \$103,416

Jodie Kenny 846-96841, Section 68(1), 18 January 2016

Registered Nurse Level 1 \$60,772 - \$81,180

Neethu Kurikala 834-45709, Section 68(1), 3 December 2015

Registered Nurse Level 1 \$60,772 - \$81,180

Staly Mailammelil Devassia 844-32133, Section 68(1), 2 December 2015

Administrative Services Officer Class 3 \$57,417 - \$61,793

Nicola Norbart 846-96286, Section 68(1), 23 November 2015

Administrative Services Officer Class 2 \$50,676 - \$55,957

Darshni Ravichandra 844-33048, Section 68(1), 30 November 2015

Health Professional Level 2 \$59,085 - \$81,111

Yuri Soda 845-19351, Section 68(1), 1 December 2015

Health Service Officer Level 10 \$76,337 - \$87,366

Bruce Stewart 846-96454, Section 68(1), 11 January 2016

Registered Nurse Level 1 \$60,772 - \$81,180

Shiny Thomas 834-45143, Section 68(1), 8 December 2015

Enrolled Nurse Level 1 \$55,118 - \$58,888

Christine Walas 846-95750, Section 68(1), 7 December 2015

Registered Nurse Level 1 \$60,772 - \$81,180

Andrea Wardle 846-96243, Section 68(1), 7 December 2015

Justice and Community Safety

Senior Officer Grade B \$113,150 - \$127,379

Frank Marando 710-44297, Section 68(1), 4 January 2016

Government Solicitor 2 \$106,031 - \$127,227

Sonia Martin 846-96673, Section 68(1), 12 January 2016

Territory and Municipal Services

Administrative Services Officer Class 3 \$57,417 - \$61,793

Karen Morse 844-84128, Section 68(1), 7 December 2015

TRANSFERS

Chief Minister, Treasury and Economic Development

Lannon Joseph Harley: 839-55469

From: Senior Officer Grade C \$96,073 - \$103,416

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$96,073 - \$103,416

Chief Minister, Treasury and Economic Development, Canberra (PN. 36214) (Gazetted 24 September 2015)

Community Services

Kathryn Boljkovac: 795-66719

From: Administrative Services Officer Class 6 \$76,337 - \$87,366

Community Services

To: Administrative Services Officer Class 6 \$76,337 - \$87,366

Community Services, Canberra (PN. 03148) (Gazetted 9 October 2015)

Health

Peter Dexter: 827-25135

From: Registered Nurse Level 2 \$84,393 - \$89,447

Health

To: Registered Nurse Level 2 \$84,393 - \$89,447

Health, Canberra (PN. 18414) (Gazetted 13 August 2015)

Justice and Community Safety

Giuliana Tonini: 609-48936

From: Senior Officer Grade B \$113,150 - \$127,379

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$96,073 - \$103,416

Justice and Community Safety, Canberra (PN. 44052) (Gazetted 23 September 2015)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Access Canberra

Customer Coordination Services

Events Approvals

Nardia Cassidy: 747-49807

From: Senior Officer Grade C \$96,073 - \$103,416

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$113,150 - \$127,379

Chief Minister, Treasury and Economic Development, Canberra (PN. 35708) (Gazetted 16 October 2015)

Access Canberra

Community, Business and Transport Regulation

Business Support and Training

Alicia Kate Curtis-Cocks: 844-76312

From: Administrative Services Officer Class 3 \$57,417 - \$61,793

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$70,844 - \$74,989

Chief Minister, Treasury and Economic Development, Canberra (PN. 46012) (Gazetted 23 September 2015)

Access Canberra

Canberra Connect

Customer Service Integration

Vladislav Munteanu: 827-08271

From: Administrative Services Officer Class 6 \$76,337 - \$87,366

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$96,073 - \$103,416

Chief Minister, Treasury and Economic Development, Canberra (PN. 21705) (Gazetted 20 November 2015)

Access Canberra

Customer Coordination Services

Jacqui Travers-Lambert: 844-00449

From: Administrative Services Officer Class 3 \$57,417 - \$61,793

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 4 \$63,744 - \$69,022

Chief Minister, Treasury and Economic Development, Canberra (PN. 35201) (Gazetted 19 October 2015)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Community Services

Housing and Community Services

Office of the Executive Director

Executive Support Unit

Angeline Kelly: 830-81095

From: Administrative Services Officer Class 5 \$70,844 - \$74,989
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$76,337 - \$87,366
Community Services, Canberra (PN. 36469) (Gazetted 9 October 2015)

Director of Public Prosecutions

Chiaka Moneke: 827-32968

From: Paralegal Grade 2 \$58,853 - \$63,744
Director of Public Prosecutions
To: Paralegal Grade 3 \$65,699 - \$69,022
Director of Public Prosecutions, Canberra (PN. 35418) (Gazetted 28 May 2015)

Education and Training

Office for School

Tuggeranong Network

Taylor Primary School

Roselynn Jane Burge: 517-76386

From: Administrative Services Officer Class 5 \$70,844 - \$74,989
Education and Training
To: Administrative Services Officer Class 6 \$76,337 - \$87,366
Education and Training, Canberra (PN. 35953) (Gazetted 30 October 2015)

Office for Schools

Tuggeranong Network

Caroline Chisholm School

Kris Willis: 835-24167

From: School Leader B \$127,012
Education and Training Directorate
To: School Leader A \$139,496 - \$167,497
Education and Training, Canberra (PN. 12084) (Gazetted 19 October 2015)

Health

Health Planning and Infrastructure

Health Service Planning

Sally Haseler: 834-53784

From: Registered Nurse Level 2 \$84,393 - \$89,447
Health
To: †Senior Officer Grade C \$96,073 - \$103,416
Health, Canberra (PN. 29379) (Gazetted 26 February 2015)

Canberra Hospital and Health Services

Vicki Mahood: 741-10595

From: Registered Nurse Level 3.1 \$96,756 - \$100,737
Health
To: †Registered Nurse Level 4.1 \$109,381

Health, Canberra (PN. 30642) (Gazetted 29 October 2015)

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Forensic Mental Health Services**

Annelise McQualter: 840-49222

From: Health Professional Level 1 \$55,410 - \$70,598

Health

To: Health Professional Level 2 \$59,085 - \$81,111

Health, Canberra (PN. 29221) (Gazetted 13 August 2015)

**Canberra Hospital and Health Services
Rehabilitation Aged and Community Care
Rehabilitation, Aged and Community Care Nursing**

Michelle Meyboom: 771-96419

From: Registered Nurse Level 1 \$60,772 - \$81,180

Health

To: Registered Nurse Level 2 \$84,393 - \$89,447

Health, Canberra (PN. 29993) (Gazetted 12 November 2015)

**Canberra Hospital and Health Services
Critical Care**

Critical Care Admin

Lynette O'Connell: 771-97411

From: Registered Nurse Level 2 \$84,393 - \$89,447

Health

To: †Registered Nurse Level 4.3 \$124,882

Health, Canberra (PN. 35841) (Gazetted 22 October 2015)

Justice and Community Safety

ACT Corrective Services

Administration

Compliance, Evaluation and Statistics Unit

Ximena Nikias: 817-44721

From: Senior Officer Grade C \$96,073 - \$103,416

Justice and Community Safety

To: †Senior Officer Grade B \$113,150 - \$127,379

Justice and Community Safety, Canberra (PN. 36116) (Gazetted 18 September 2015)

Legislation, Policy and Programs

Justice Planning and Safety Programs

Naveen Wijemanne: 817-52545

From: Administrative Services Officer Class 6 \$76,337 - \$87,366

Justice and Community Safety

To: †Senior Officer Grade C \$96,073 - \$103,416

Justice and Community Safety, Canberra (PN. 36204) (Gazetted 8 September 2015)

Territory and Municipal Services

Infrastructure Roads and Public Transport

Public Transport

Corporate Services and Customer Experience

Sally van Aalst: 757-52709

From: Administrative Services Officer Class 6 \$76,337 - \$87,366

Territory and Municipal Services

To: †Senior Officer Grade C \$96,073 - \$103,416

Territory and Municipal Services, Canberra (PN. 19637) (Gazetted 9 November 2015)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Infrastructure Roads and Public Transport

Roads ACT

Traffic Management and Safety

Jayanthi Vikneson: 817-52908

From: Infrastructure Officer 2 \$76,428 - \$87,930

Territory and Municipal Services

To: †Infrastructure Officer 3 \$96,296 - \$105,707

Territory and Municipal Services, Canberra (PN. 12048) (Gazetted 9 October 2015)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.